



Admissions Policy Early Years

Crazy 4 kids are committed to a fair and open admission system that offers a competitively priced and good value service that supports Early Years Funded spaces and a variety of payment methods and structures.

Applying for a Place at Crazy 4 Kids

All admission enquiries and bookings are processed by the admissions administrator. When a Parent/Carer contacts Crazy 4 Kids enquiring about a place, they will be sent all the relevant information and directed to the website to complete an online Admission Form. On receipt of the admission form and the £25 non-refundable registration fee, the child/children's, place will be booked and confirmed by email (subject to availability), (not applicable to Government funded spaces)

We encourage a visit to the setting to ensure that the setting is the type of care you are looking for and the child is happy to attend. Before your child/children starts with Crazy 4 Kids the admissions team will need to have seen and verified Identification needed for Early Years places (Passport or Birth Certificate, proof of address). All other relevant forms and documentation will need to be signed and returned before your child/children's start date, without this your start date may be delayed.

Once you have booked a permanent session for your child/children you will be required to pay for all sessions even if the child/children do not attend due to sickness, family holiday or school trips etc. This ensures that the childcare you require is always available for you and you are retaining your place.

Once the childcare place has been confirmed we will use Famly to record the booking details. You will receive a link to the Famly App. Parents must ensure that there are at least emergency contacts with phone numbers and photographs and that these are updated regular.

Booking Additional 'ad-hoc' Sessions

If you require additional sessions these can be booked by emailing the site administrator. Any Ad Hoc sessions are payable immediately or before the day of attendance. Ad Hoc places once confirmed cannot be exchanged, cancelled, or refunded.

Cancelling a Permanent Booking

Cancellation or alterations to a permanent booking need to be done in writing to the site administrator giving 4 weeks' notice. Any cancellation will result in you being invoiced for sessions cancelled in lieu of any notice period required. Cancellation notification date starts on the first working day and does not include notice given during any closure periods or weekends.

Intake

We will try to accommodate your requested start date, however at times this may not be feasible. Our normal intake months are September, January and April spaces and staff permitting.



Waiting Lists

Where a Crazy 4 Kids site is full a Waiting List will be implemented.

To ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If we are unable to fulfil a request for a place at the setting you will be offered a place on the waiting list.
- Places on the waiting list will be allocated to those next on the list and if we have the sessions, you require available.
- When a vacancy at the setting becomes available, the site administrator will contact the next family on the waiting list. Written acceptance, along with all completed paperwork as outlined in the offer letter, must be received within 24 hours. If confirmation is not received within this timeframe, the place will be offered to the next family on the waiting list.
- Once your confirmation is received, the site administrator will organise times for settle in sessions.
- If you notify Crazy 4 Kids that the place is no longer required, your child's name will be removed from the waiting list and the vacancy will be offered to the next child on the list until all available places have been allocated.

Registration Fee (Children taking additional sessions)

A non-refundable registration fee of £25 is required and must be paid prior to Crazy 4 Kids registering your child, places will not be confirmed until this fee has been received.

NB: Once a permanent place has been confirmed you are then liable for all costs associated with the place.

JULIE NORRIS

REGISTERED PROVIDER

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